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1. *Attended By* 6 [redacted] *Attended By* STAT
2. Approved For Release 2005/08/24 : CIA-RDP70-00211R000300040013-9
3. **FILED: *Meeting***
4. **RETURN TO**
5. **RECORDS MANAGEMENT DIVISION**

OUTLINE OF ITEMS TO BE DISCUSSED AT THE RECORDS MANAGEMENT
STAFF MEETING, 4 August 1955.....

1. Reasons for Meeting —

2. Proposed reorganization

- leaves*
a- Relationship then Branch Chief
b. SIGNIFICANCE OF CHANGES
c. PREVIOUS MEETING - 1953-
- a. Status
 - b. Principal Changes
 - c. Changes in Personnel Assignment

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3. Notification of Changes throughout Agency. — *ARO's & others.*

4. Records Disposition Branch

- a. [redacted]
- b. Records Center and consideration of present staff for vacancies
- c. Recruitment

5. Regulations and Handbooks

6. Space

7. New building -- collaboration with Office of Logistics in planning for space in new building.

8. Records Center -- visits of analysts and others

9. Services to Records Center -- telephone calls and written requests.

10. Rotation of assignments

- a. Within Management Staff
- b. Throughout Agency
- c. Use of [redacted]

11. Reorganization of Basic Intelligence Division -- effective 1 August -- to report directly to the DD/I.

12. DD/I Records Management Program

- a. Progress to date
- b. Work to be done -- forms, reports, correspondence and remaining schedules.

13. Status of the Records Management Program in the DD/P area.

- a. Meetings with [redacted]
- b. [redacted]
- c. Future plans

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14. Space in Commo and Cable Secretariat
15. Conduct and relationship of staff members to the job to be done.
16. Circulation of Records Management materials -- informational and regulatory. - *a. Office Mtg. Aug. 1955 -*
17. Leave reporting, etc. *Paperwork Mtg. in NY City*
18. Stenographic and typing situation. *b. Personnel Reorganization*

19. General Status of R. Mtg. Program -

- a. CORR.*
- b. Rpts*
- c. TO RMS*
- d. Disp.*

20. Recommendations

- a. CORR*
- b. O.D.*
- c. Rita -*